



Chesterfield County, Virginia

Department of Building Inspection

9800 Government Center Parkway – P.O. Box 40 – Chesterfield, VA 23832-0040
(804) 748-1057 phone – (804) 717-6080 fax – chesterfield.gov

WILLIAM D. DUPLER
Building Official

New Construction and Additions to existing Buildings

This checklist contains the minimum building code information and details required on plans to process the building permit application, and the required documents to be submitted with the building permit application. This is a pre-submittal checklist that will be used to evaluate your construction documents prior to accepting the permit application and the plans for permit review. The building permit will not be accepted for review if applicable items on this checklist are not included in your construction documents. Please contact the commercial plan review staff at (804) 748-1057 with any questions regarding this checklist or any other commercial building permit questions.

Required Documents for Permit Application:

- ☐ Five sets of plans (six sets if the building has a food preparation area). Specifications are required if they contain building code information not provided on the plans.
- ☐ Mechanical, Plumbing and Electrical plans, intended for construction shall be included; Design/build is not allowed. If no Mechanical, Plumbing or Electrical work is to be performed then that must be clearly stated on the plans. See the separate electrical, mechanical & plumbing checklist.
- ☐ All pages of the plan set shall be the same size. If different discipline designers use different page sizes have smaller pages re-printed on sheets the size of the largest in the set.
- ☐ A completed Asbestos Certification Form for additions.
- ☐ A completed Building Permit Application with an accurate work description noted.

The following documents will be required prior to release of the permit, if applicable:

- ☐ Geotechnical Report.
- ☐ Statement of Special Inspections.
- ☐ MSDS sheets if hazardous materials will be stored in the building or space. Provide a list of the hazardous materials, with hazard classifications noted, that will be stored or used in the building.
- ☐ If the building is a pre-fabricated metal building, then certification from the structural engineer is required stating that the foundation has been designed according to the actual loads from the steel building manufacturer. This certification may be on the plans or in letterform with a seal from the engineer.

Information Required on the Plans:

General

- ☐ Floor plans must be complete, dimensioned, and drawn to scale with the use of each room or space indicated.
- ☐ A Virginia Professional seal (signed and dated) is required on the building plans per The Code of Virginia (§54.1-402) for all work when the following uses are involved: assembly, educational, institutional, hotel/motel and High Hazard when any area of work is involved; mercantile and business uses when the area of work exceeds 5000 square feet; Storage and Factory/Industrial uses when the area of work exceeds 15,000 square feet.

New Construction (Continued)

- ☐ List the name, occupation, address and telephone number of the person who prepared the plans.
- ☐ A dimensioned site layout plan must be included with each set of plans.
- ☐ Building code edition. The current code edition is the 2006 IBC (VUSBC). The 2003 edition may be used until May 1, 2009.
- ☐ Use and Occupancy Group classification (IBC Chapter 3)
- ☐ If it is a mixed use building, note the method of treating mixed uses:
Non-separated mixed use, separated mixed use (provide ratio sum), separate buildings, accessory use.
- ☐ Construction type.
- ☐ Occupant load.
- ☐ Indicate if the building/space is equipped with any fire protection systems (sprinklers, alarms, or hood suppression).
- ☐ Provide the method of compliance with height and area limitations, including calculations supporting height and/or area increases.
- ☐ If the permit is for an addition, clearly identify new and existing construction.
- ☐ The location of all exit signs, and egress lights should be clearly labeled on the plans submitted for the building permit.
- ☐ Provide a door schedule that includes the following: Door size, Lock type, Hardware type (locks, latches, handles, closers, operating devices, access control systems), Door fire rating expressed in hours, if rated.
- ☐ Provide typical wall sections, partition types and construction materials to be used in wall construction (stud types, wall sheathing, insulation materials, and termination).
- ☐ All fire rated walls must be labeled as to type (fire partition, fire separation assembly, fire wall, smoke partition) and provide the design numbers and specifications (U.L., Gypsum Association, etc.) for all fire rated assemblies. Provide complete full height cross sections of all fire rated assemblies that identifies all materials used in the assembly and complete support and termination details.
- ☐ Provide details, the design numbers and specifications for all through penetration fire stopping systems.

Structural

- ☐ All of the loads, factors and coefficients listed in section 1603 Construction Documents, of the IBC must be provided on the structural plans (see the separate structural checklist).
- ☐ Design soil-bearing capacity.
- ☐ Design floor live loads and concentrated loads.
- ☐ Design roof live, snow loads and rain load.
- ☐ Wind load design data.
- ☐ Earthquake design data.
- ☐ Complete footing and foundation plan.
- ☐ Complete framing plans showing beams, joists, rafters, and/or truss layout.